

CITY ARTS GRANT APPLICATION 2003

Mayor Martin O'Malley and the City of Baltimore are accepting applications for the **CityArts 2003 Grant Program**. These grants are intended to promote interest, involve communities and provide accessibility to the arts throughout Baltimore's diverse neighborhoods. We encourage artists to be inventive, offering alternative interactive arts experiences. The CityArts Grant program, which provides funding for quality and creative programming in the **Visual, Performing, and Literary Arts**, is made possible through funding from **Mayor Martin O'Malley and the Baltimore Office of Promotion & The Arts, Fish Out of Water-Baltimore's Public Art Exhibition 2001, Councilwoman Catherine Pugh** and the **Maryland State Arts Council**.

CALENDAR

APPLICATION DEADLINE.....Monday, February 24, 2003 – 4:30pm

LATE APPLICATIONS WILL NOT BE ACCEPTED.

NOTIFICATION OF AWARDS (by mail).....April 2003

AWARDS CEREMONY/CHECK PRESENTATION .May 2003

FINAL REPORTS DUE.....January 30, 2004

Please read the application guidelines carefully. Grants are available in the following categories:
Community Arts Project Grants to individuals and/or groups of artists and nonprofit cultural organizations

General Funding Grants to nonprofit arts and cultural organizations

APPLICATION CHECKLIST

(FOR ALL APPLICANTS)

☐ Three (3) copies of **signed, completed and collated** application packages including application form(s) and any recent printed materials

☐ **One (1) copy** of relevant slides, video or audio tapes and three (3) copies of literary work or other written support materials

☐ Any overdue CityArts final reports from previous grants

☐ Enclose a self-addressed, stamped envelope **LARGE ENOUGH FOR RETURN OF YOUR MATERIALS**. All reasonable care will be taken in handling materials; however, BOPA cannot be held responsible for loss or damage

☐ Professional resumes

☐ Resumes(s) of collaborator(s), if applicable

☐ **Community Arts Projects:** letters of support from Principal(s) for projects in Baltimore City schools and/or letters of support from community association representative or the facility representative

☐ **Nonprofit cultural organizations:** publicity materials, 501(c)(3) verification letter, list of Board of Directors, FY02 operating budget and, if available, a current audited financial statement

For additional information and final report forms, contact:

Gary Kachadourian

City Arts Grant Coordinator

Baltimore Office of Promotion & The Arts
7 E. Redwood Street, Suite 500
Baltimore, MD 21202
410 752-8632
gkachadourian@PROMOTIONandARTS.com

Monday – Friday, 9 a.m. – 5 a.m.

This application can be found on our website at
www.PROMOTIONandARTS.com

Community Arts Projects Grants

Who qualifies?

Individual and/or groups of practicing professional artists over 18 years of age residing in Baltimore City with experience or backgrounds which demonstrates the ability to administer a community arts project. Hobbyists, full-time students and employees of BOPA are not eligible.

Nonprofit art and cultural organizations, based in the Baltimore metropolitan area, in existence for at least one year and with at least 50% of their audience and programming in the City and a maximum operating budget of no more than \$1,000,000.

What qualifies?

Programs must include hands-on activities or interactive programming which promote active community participation and a process of discovery in the arts. “Community” can be defined as demographic, geographic, ethnic groups and may include special constituencies such as senior citizens, people with disabilities, etc. Funds cannot be provided for non-interactive individual or group artist community arts projects, or for personal expenses (ie. rent, utilities), capital improvements, mortgage payments, property purchase, building construction, deficit funding, unrelated administrative costs, tuition, travel, receptions and projects intended for commercial ventures and activities limited to an organization’s membership.

Funds are for projects scheduled after May 31, 2003.

Conditions of Application

Activity must be located in Baltimore City and be free of charge with an opportunity for the general public to participate.

Applicant must provide letters of support and acknowledgement from administrators or officials where the program will take place (i.e school principals and/or community association representative(s)). No community arts project will be funded without these letters.

Nonprofit cultural organizations must include a 501(c)(3) nonprofit status verification letter, list of Board of Directors, any recent promotional materials, FY02 operating budget and, if available, a current audited financial statement.

Three (3) copies of literary works, and/or one (1) copy of video and/or audio tapes, relevant slides, and other support materials should be submitted to assist in evaluating artistic quality.

Any past due CityArts final reports must be submitted before applying for a 2003 grant.

Three collated copies of complete applications package, including application form, are required. Only one (1) copy of videotape, audiotape or slides is needed.

Application form **must be signed** by artist or organization’s duly authorized officer.

General Funding Grants

Who qualifies?

Nonprofit art and cultural organizations, based in the Baltimore metropolitan area, in existence for at least one year, with at least 50% of their audience and programming in the City and a maximum operating budget of more than \$1,000,000.

What qualifies?

Organization's general operating expenses and administrative costs. Funds cannot be provided for facilities expenses (i.e. rent, utilities), capital improvements, mortgage payments, property purchase, building construction, deficit funding, unrelated administrative costs, tuition, travel, receptions, projects intended for commercial ventures and activities limited to an organization's membership.

Conditions of Application

Nonprofit cultural organizations must include 501(c)(3) nonprofit status verification letter, list of Board of Directors, any recent promotional materials, and appropriate support materials (see application for specifics), the current year's operating budget and, if available, a current audited financial statement.

Relevant slides, manuscripts, video and audiotapes and other support materials should be submitted to assist in evaluating artistic quality.

Any past due CityArts final reports must be submitted before applying for a 2003 grant.

Nonprofit cultural organizations may apply in both categories but will be considered for only one grant.

Three collated copies of complete application package, including application form, are required. Only one (1) copy of videotape, audiotape or slides is needed.

Application form **must be signed** by organization's duly authorized officer.

Recipient Conditions

Institutions such as schools, churches, hospitals and non-arts related clubs, etc. are not eligible to apply for these grants.

Contact IRS for information on your federal, state and local income tax liability.

All recipients must comply with the provisions of the Americans with Disability Act (ADA) and other anti-discrimination laws. Recipients shall indemnify, save, hold harmless and defend the Mayor and City Council of Baltimore (City) and the Baltimore Office Of Promotion & The Arts (BOPA) and their elected/appointed officials, officers, employees, contractors, servants and volunteers from any liability for damages which may be incurred by the City and/or BOPA by reason of any act or omission of recipient arising from the performance of this agreement including, but not limited to, compliance with the ADA.

Applicant is responsible for providing any necessary liability insurance.

Projects and activities should not be solely financially dependent on a CityArts grant.

In addition to being credited verbally at an event, any printed and/or broadcast promotions shall contain the following:

This program, performance, or event (as appropriate) is made possible through the generous support of Fish Out of Water-Baltimore's Public Art Exhibition 2001, Councilwoman Catherine Pugh, Mayor Martin O'Malley and the Baltimore Office of Promotion & The Arts and the Maryland State Arts Council.

Views and opinions expressed by the artists/grantees are not necessarily those of the aforementioned.

Grant recipients must submit a final report by January 31, 2004.

Selection

A review panel composed of artists and/or arts administrators will evaluate each application. **Applicants may not be granted the full funding request, however, the decisions of the panel are final.**

(Meeting the application criteria does not guarantee receipt of a grant.)
Organizations based in Baltimore City will be given priority consideration.

The information contained herein was accurate at the time of printing, however, it is subject to change without notice.

GENERAL FUNDING GRANT APPLICATION – 2003 FOR NONPROFIT CULTURAL ORGANIZATIONS

Deadline – Monday, February 24, 2003

**PLEASE TYPE OR PRINT NEATLY. Return the original and three (3) collated copies of this form along with the required support materials.
USE ADDITIONAL PAGES IF NEEDED.**

Mail all materials to: CityArts – General Funding Grants
Baltimore Office of Promotion & The Arts
7 East Redwood Street, Suite 500, Baltimore, MD 21202

APPLICANT INFORMATION

Organization's Name

Address (No P.O. Boxes)

Baltimore, Maryland 212__ **New Applicant?** __Yes __No

Year Established

Federal I.D. #

Contact's Name

Address

Day Phone

Home/Evening Phone

E-mail Address

At what address are you incorporated?

Brief History and Purpose of Organization

PROGRAM INFORMATION

Check only one discipline appropriate to your organization:

☐ Visual Arts ☐ Music ☐ Dance
☐ Theater ☐ Literary

Organization's schedule of activities for 2003:

Describe how your organization directly serves the citizens of Baltimore:

Describe how your organization's goals integrate with specific community needs:

Specific location(s) and community where activities take place:

Describe the audience served (including number of people, number of participating artists, anticipated ethnic and geographic audience):

Describe how your organization accommodates persons with disabilities:

Support Materials

Support materials must be relevant to the application.

ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE FOR RETURN OF MATERIALS. ALL REASONABLE CARE WILL BE TAKEN IN HANDLING MATERIALS, HOWEVER, BOPA CANNOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE.

SLIDES

Submit five (5) 2 x 2" slides of recent work. Clearly mark name, date of work, title of work, medium and dimensions. PLEASE INDICATE TOP ON SLIDE.

1.	
Title	Medium
Date	Dimensions
2.	
Title	Medium
Date	Dimensions
3.	
Title	Medium
Date	Dimensions
4.	
Title	Medium
Date	Dimensions
5.	
Title	Medium
Date	Dimensions

VIDEOTAPES (1/2" VHS only)

Tapes must be cued to convey in five (5) minutes or less the quality of the work.

Title of work	Length of work
Date work completed	Date work performed
Briefly describe cued segment	

AUDIOTAPES (Cassettes & CDs)

Tapes/CDs must be cued to convey in five (5) minutes or less the quality of the work.

Title of work	Length of work
Date work completed	Date work performed
Briefly describe cued segment	

LITERARY & THEATER WORK

Organizations must submit 3 copies and no more than 3 samples of recent work. Please number your pages and identify your submissions as indicated below. Theater applications should submit a synopsis of the play.

Title of work	
No. of pages	Date completed
Title of work	
No. of pages	Date completed
Title of work	
No. of pages	Date completed

Budget Information

List all projected expenses related to this organization for 2002:

Item or service	Amount
Item or service	Amount
Item or service	Amount
Item or service	Amount

Item or service	Amount
TOTAL	\$ _____

List revenues and sources of additional funding for this organization:

Source	Amount
Source	Amount
Source	Amount
Source	Amount
Source	Amount
TOTAL	\$ _____

List any current and/or projected in-kind services provided to this organization:

Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
TOTAL	\$ _____

2003 TOTAL GRANT REQUEST

\$ _____

Amounts will be determined by the panel and awarded only in increments of \$500 up to \$3000.

How will you revise your budget if you are not granted full funding?

Specifically, how will the CityArts money be used:

Did this organization receive a CityArts grant last year? ☐ Yes ☐ No

If yes, how was the money used?

Attach a separate current operating budget and, if available, your most recent audited financial statement. (Financial information is considered confidential and will not be disclosed unless required by Federal or State law.)

GROUP OR ORGANIZATION'S REPRESENTATIVE:

PLEASE READ, SIGN AND DATE

I, _____, acting on behalf of _____, acknowledgement receipt of these application materials and will abide by the rules and regulations and agree to the terms and conditions set forth herein.

Signature

Title Date

Witness Signature

Witness (Printed) Date

**COMMUNITY ARTS PROJECT APPLICATION-2003
FOR INDIVIDUAL ARTISTS, GROUPS & NONPROFIT CULTURAL
ORGANIZATIONS**

Deadline – Monday, February 24, 2003 (for projects scheduled after May 31, 2003)

**PLEASES TYPE OR PRINT NEATLY ON BOTH SIDES. Return the original and three (3) collated copies of this form along with the required support materials.
USE ADDITIONAL PAGES IF NEEDED.**

Mail all materials to: CityArts – Community Arts Projects Grants
Baltimore Office of Promotion & The Arts
7 East Redwood Street, Suite 500, Baltimore, MD 21202

**GENERAL INFORMATION
INDIVIDUAL ARTISTS/GROUPS**

Mr. ___ Ms. ___

Artist's Name

Home Address (No Studio or P.O. Boxes)

Baltimore, Maryland 212__

New Applicant? __Yes __No

Day Phone

Home/Evening Phone

E-mail Address

Date of Birth

Social Security #

Coordinator's Name (if other than artist)

Coordinator's Social Security #

Day Phone

Home/Evening Phone

E-mail Address

Educational background and/or professional experience in the arts:

Recent experience with a community arts project:

NONPROFIT CULTURAL ORGANIZATIONS

Organizations Name

Address (No P.O. Boxes)

Baltimore, Maryland 212__

New Applicant? __Yes __No

Year Established

Federal I.D. #

At what address are you incorporated?

Contact's Name

Address

Day Phone

Home Phone

E-mail Address

Brief history of your organization:

List what, if any, recent activities your organization has held in the community:

PROJECT INFORMATION

Check only one discipline appropriate to your organization:

☐ Visual Arts ☐ Music ☐ Dance

☐ Theater ☐ Literary

Brief, clear explanation of proposed project:

Neighborhood to be served and site location (see conditions of application):

How are you directly serving the citizens of Baltimore?

State the objective and how it addresses the community's need:

Indicate how the community will actively participate:

Indicate your plans to publicize:

Describe the kind of community support you have for this proposal (ie. volunteers, space, etc.):

Indicate target number of participants and appropriate age group:

Project timetable (include schedule duration, number of sessions, etc.):

Describe how your project will accommodate persons with disabilities:

Has this project received previous CityArts funding? ☐ Yes ☐ No

Support Materials

Support materials must be relevant to the application.

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1.	
Title	Medium
Date	Dimensions
2.	
Title	Medium
Date	Dimensions
3.	
Title	Medium
Date	Dimensions
4.	
Title	Medium
Date	Dimensions
5.	
Title	Medium
Date	Dimensions

VIDEOTAPES (1/2" VHS only)

Tapes must be cued to convey in five (5) minutes or less the quality of the work.

Title of work	Length of work
Date work completed	Date work performed
Briefly describe cued segment	

AUDIOTAPES (Cassettes 7 CDs)

Tapes/CDs must be cued to convey in five (5) minutes or less the quality of the work.

Title of work

Length of work

Date work completed

Date work performed

Briefly describe cued segment:

LITERARY & THEATER WORK

Artists or organizations must submit 3 copies and no more than 3 samples of recent work. Please number your pages and identify your submissions as indicated below. Theater applicants should submit a synopsis of the play.

Title of work

No. of pages

Date completed

Title of work

No. of pages

Date completed

Title of work

No. of pages

Date completed

Budget Information

List all projected expenses related to the project:

Item or service

Amount

Item or service

Amount

Item or service

Amount

Item or service

Amount

Item or service

Amount

TOTAL \$

List revenues and sources of additional funding for this project:

Source

Amount

Source

Amount

Source

Amount

Source

Amount

Source

Amount

TOTAL \$ _____

List any in-kind services which will be provided:

Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value
Item or service	Est. Value

TOTAL \$ _____

2003 TOTAL GRANT REQUEST

\$ _____

Amounts will be determined by the panel and awarded only in increments of \$500 up to \$3000.

How will you revise your program if you are not granted full funding?

Specifically, how will the CityArts money be used:

Attach a separate current operating budget and, if available, your most recent audited financial statement. (Financial information is considered confidential and will not be disclosed unless required by Federal or State law.)

INDIVIDUAL ARTIST

PLEASE READ, SIGN AND DATE

I, _____, acknowledge receipt of these application materials and will abide by the rules and regulations and agree to the terms and conditions set forth herein.

Signature

Title

Date

Witness Signature

Witness (Printed)

Date

GROUP OR ORGANIZATION'S REPRESENTATIVE:

PLEASE READ, SIGN AND DATE

I, _____, acting on behalf of _____, acknowledgement receipt of these application materials and will abide by the rules and regulations and agree to the terms and conditions set forth herein.

Signature

Title

Date

Witness Signature

Witness (Printed)

Date